

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
Senior Policy Consultant
OFFICE OF SENATOR STERN**

BASIC FUNCTIONS:

The Senior Policy Consultant may be required to handle a full bill package, review bill coauthoring opportunities, and meet with legislative advocates and other legislative staff members.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst develops and manages the Member's legislative agenda, in conjunction with the Legislative Director, and the Chief of Staff. The Policy Analyst prepares briefings for the Member on legislative issues and may serve as the principal substitute for the Member at legislative meetings. Analyses legislation and provides policy consultation. Responsible for research and formulation of legislation and for meetings with proponents and opponents. Supervises staff including interns and fellows assigned to assist with legislation.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities. Excellent communications skills and a strong legislative process background, and a minimum of 4-6 years of legislative and budget experience, preferred.

ABILITY TO:

Perform administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely; establish and maintain a cooperative and effective working relationship with staff. Draft policy briefings and white papers, perform thorough research into complex range of issues, and develop public relations campaigns. Interest in using district and other data sources to maximize legislative outcomes preferred.

Demonstrate excellent written, research, computer and communication skills. Must be able to work a flexible and highly demanding schedule.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$5,628 per month. Applications will be accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE
EMPLOYMENT APPLICATION TO:**

Matt Weiner, Chief of Staff
State Capitol, Room 3070
Sacramento, CA 95814